Electronic Personnel Action Forms (EPAF)

Hiring Affiliated Faculty and Staff

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Document Updates

Version	Date	Notes
1.0	12/12/2013	Initial Version
1.1	8/4/2014	Modified version to include updates to user interface, link to Administration and Finance forms.
1.2	1/28/2015	Updated Current Hire Date information in PEAEMPL section
1.3	6/24/2015	Updated Browser support information (IE is no longer supported)

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Information Non-Disclosure at NMSU

New Mexico State University maintains the confidentiality and security of records in compliance with the Family Educational Rights and Privacy Act of 1974 (FERPA), the Health Insurance Portability and Accountability Act (HIPPA), and the Gramm-Leach-Bliley Act GLBA), in addition to other federal and state laws. These laws pertain to the security and privacy of personal academic, medical and financial information, along with identifying information such as social security numbers.

Family Educational Rights and Privacy Act of 1974 (FERPA) Policy:
http://research.nmsu.edu/compliance/IRB/resources.html#3
FERPA protects students' records. FERPA requires post-secondary educational institutions and agencies to conform to fair information practices in their handling of student data. Among the provisions of the act are the requirements that data be used only for intended purposes and that those responsible for student data take reasonable precautions to prevent misuse of it. Examples include Social Security Numbers, grades, date of birth, etc.

Health Information and Portability Accountability Act (HIPAA):
http://research.nmsu.edu/compliance/IRB/resources.html#7
HIPPA protects all medical records and other individually identifiable health information used or disclosed in any form, whether electronically, on paper, or orally.

Gramm-Leach-Bliley (GLB) Act:
http://www.nmsu.edu/manual/documents/07-29-09-policy-manual-final020110.pdf
GLBA protects private, non-public information of individuals. Private, non-public information consists of information such as name, Social Security Number, date and location of birth, gender, credit card numbers and driver's license numbers.

Within NMSU, employees are authorized access to University records only to the extent necessary to perform their official university duties, and are responsible for protecting such information against unauthorized access or disclosure.

The New Mexico State University Policy Manual, **Chapter 2** General Operating Policies, Section 2.90 contains specific information related to disclosure of records and information.

Examples in this manual may have personal data altered or blacked out to ensure privacy.

What is an EPAF?

An Electronic Personnel Action Form (EPAF) is used to originate electronic documents needed to process personnel actions, such as hiring transactions and changes to existing job data.

EPAF is a Banner module that was designed to accommodate a more efficient approval signature process for centralized and decentralized HR operations or actions. It improves and simplifies the process for completing and approving a wide range of Personnel Action Forms (PAFs) for all employee types.

EPAF actions are originated electronically by the various departments within the university to communicate employment decisions about their employees to the HR and Payroll department. They are then electronically routed to the appropriate approvers. Once approved, they are applied to Banner directly by a central process.

EPAF is fully electronic (Web-based) and EPAF actions can be created and routed using Banner Employee Self-service (ESS) which is accessible through myNMSU. Access to EPAF is not granted to all NMSU employees; it is only for those employees who have been designated in the system as EPAF originators and/or approvers.

The type of EPAF you create depends on the change you are making. Additional EPAFs will become available in the system as they are developed. The different types of EPAFs are classified as "Approval Categories". In addition to general functions of EPAF, this document describes how to process Affiliated Faculty and Staff hiring actions.

EPAF key features

Default values

The EPAF system populates default field values based on the EPAF category selected as well as information obtained from Banner, such as previous job and employee record information.

Most default values can be changed if needed, however some values are automatically populated and cannot be changed. Fields that cannot be changed are indicated as **not enterable** next to the field label.

Default values are a benefit because they save time when completing EPAFs for the most common types of transactions.

Lookup fields

Lookup fields are used to search and select appropriate values for a field. EPAF integrates with Banner data in order to help find a variety of values, such as values related to employees, organizations, and positions. Lookup fields are indicated by a magnifying glass icon .

Field validation (error checking)

EPAF uses a two stage validation check that examines entered values to determine if the values are valid given information about the transaction that you have provided. For example, EPAF validates effective and personnel dates based on the job change reason you have selected.

If an EPAF transaction fails validation a message will display indicating the details about the failed validation and how to resolve the issue. There are three types of validation messages, *Error* messages, *Validation* messages and *Warning* messages. Validation messages indicated as **ERROR** or **VALIDATION** must be corrected in order to submit the EPAF for approval. Validation messages indicated as **WARNING** should be noted; however you may submit the EPAF for approval if a warning message exists.

An error will prevent you from submitting the EPAF until the error is corrected, but you can still save the EPAF if errors are present.

How to access EPAFs

What you should know before you begin the EPAF process

As you begin an EPAF the system will require specific information about the transaction that you should gather ahead of attempting to originate an EPAF. Specifically, you should know the following details about the transaction, or obtain this information, before you create a new EPAF.

- AggieID (ex. 800XXXXXX) of the person to be hired *
- Personnel date of the person to be hired (the date the person will report to work)
- The position number for the position that will be filled

* If the person you are hiring does not have an AggieID or they have never worked for the university, please complete the New Employee Data form on the HRS Web site (http://hr.nmsu.edu/managers/newhire/).

Access is required to use the EPAF system. Please download, complete, and route the security form to gain access to the system:

http://af.nmsu.edu/forms/

Some job aids and tools will also help:

Processing Toolkit – The Processing Toolkit is a collection of resources that provides details about hiring Affiliated Faculty and Staff using EPAF.

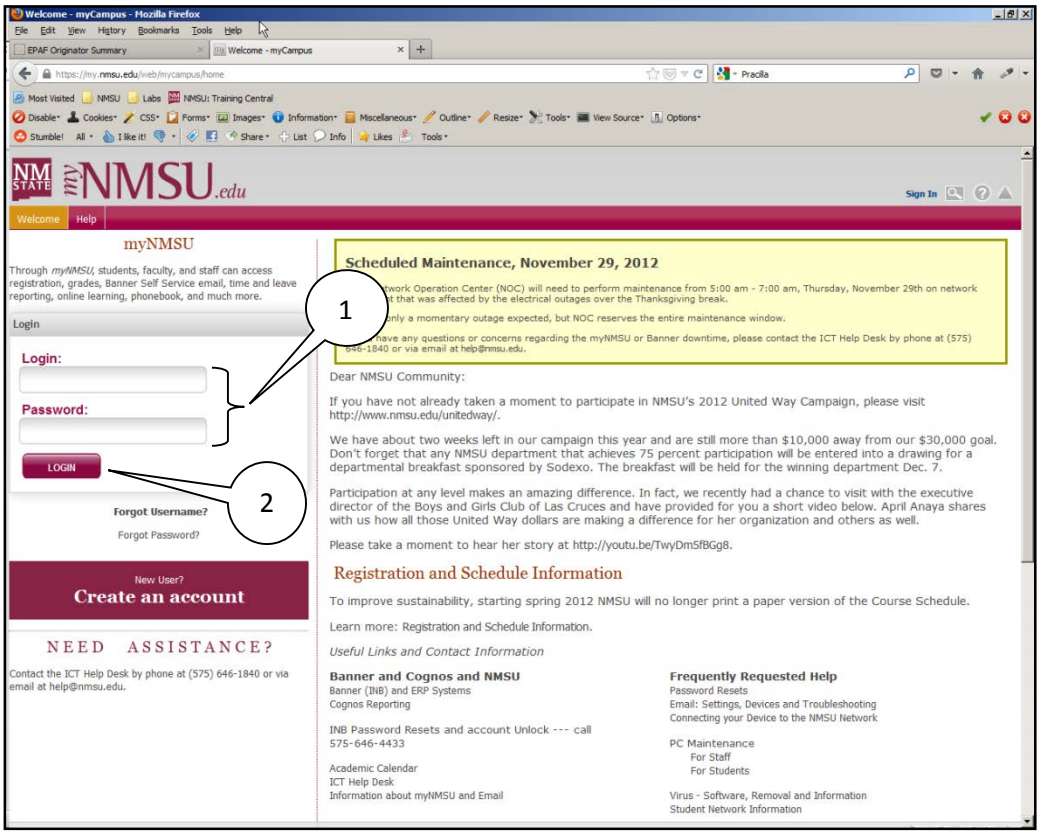
http://hr.nmsu.edu/toolkits/

Access EPAF through my.nmsu.edu using your browser

The EPAF system is accessible through myNMSU. The myNMSU portal allows you to use a single user name and password to access many of the electronic services at NMSU.

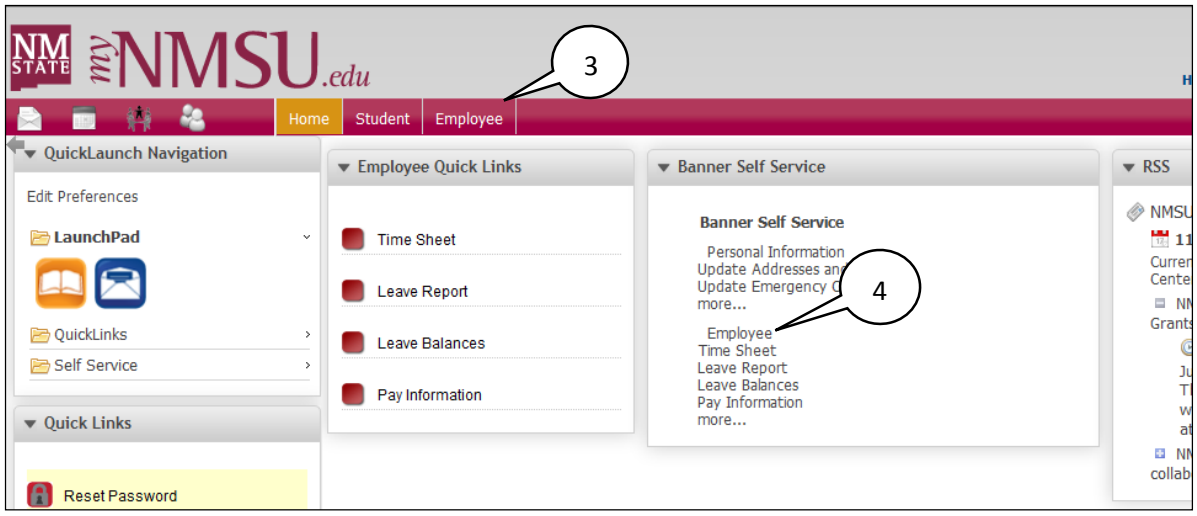
Please Note:

Internet Explorer is not support. We recommend alternate browsers such as the latest versions of Mozilla Firefox, Google Chrome, or Apple Safari.

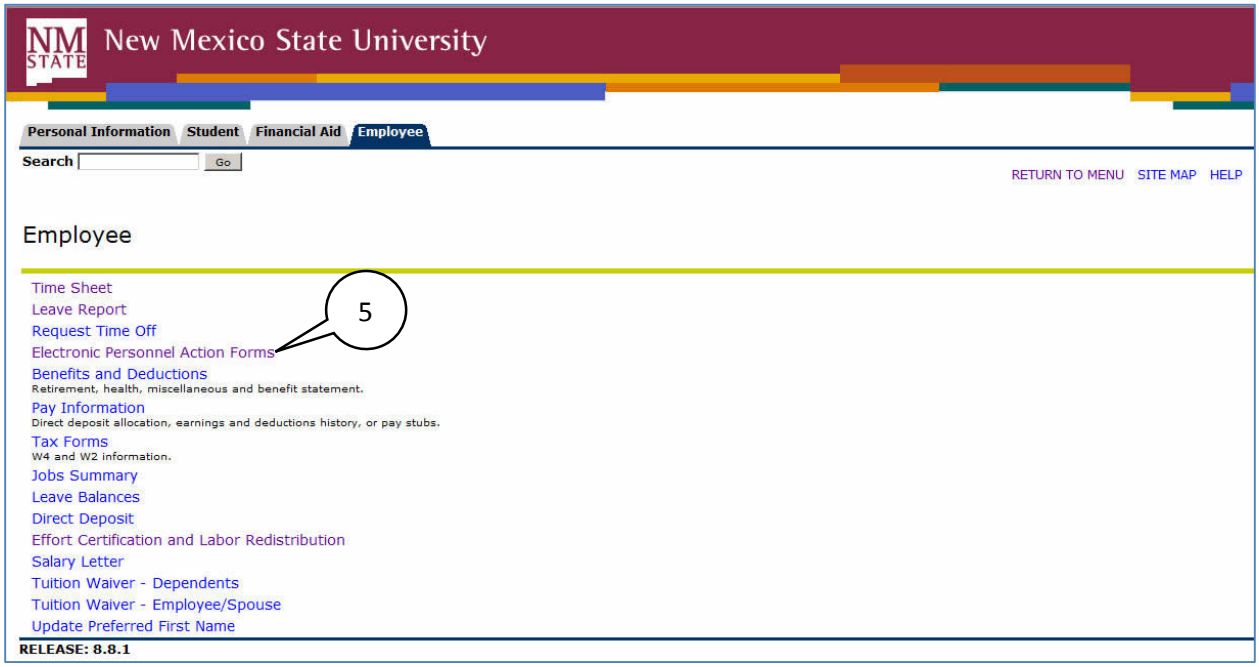

Welcome - myCampus - Mozilla Firefox
myNMSU.edu
Sign In
Welcome
Help
myNMSU
Through myNMSU, students, faculty, and staff can access registration, grades, Banner Self Service email, time and leave reporting, online learning, phonebook, and much more.
Login
Login:
Password:
LOGIN
Forgot Username?
Forgot Password?
New User?
Create an account
NEED ASSISTANCE?
Contact the ICT Help Desk by phone at (575) 646-1840 or via email at help@nmsu.edu.
Scheduled Maintenance, November 29, 2012
Dear NMSU Community:
If you have not already taken a moment to participate in NMSU's 2012 United Way Campaign, please visit http://www.nmsu.edu/unitedway/.
We have about two weeks left in our campaign this year and are still more than $10,000 away from our $30,000 goal. Don't forget that any NMSU department that achieves 75 percent participation will be entered into a drawing for a departmental breakfast sponsored by Sodexo. The breakfast will be held for the winning department Dec. 7.
Participation at any level makes an amazing difference. In fact, we recently had a chance to visit with the executive director of the Boys and Girls Club of Las Cruces and have provided for you a short video below. April Anaya shares with us how all those United Way dollars are making a difference for her organization and others as well.
Please take a moment to hear her story at http://youtu.be/TwyDmSfBGg8.
Registration and Schedule Information
To improve sustainability, starting spring 2012 NMSU will no longer print a paper version of the Course Schedule.
Learn more: Registration and Schedule Information.
Useful Links and Contact Information
Banner and Cognos and NMSU
Banner (INB) and ERP Systems
Cognos Reporting
INB Password Resets and account Unlock --- call 575-646-4433
Academic Calendar
ICT Help Desk
Information about myNMSU and Email
Frequently Requested Help
Password Resets
Email: Settings, Devices and Troubleshooting
Connecting your Device to the NMSU Network
PC Maintenance
For Staff
For Students
Virus - Software, Removal and Information
Student Network Information
1
2

https://my.nmsu.edu

1. Enter your NMSU **User Name** and **Password**.
2. Click on the **Login** button.



3. Once logged into myNMSU, click on the **Employee** tab.
4. Click on **Employee** to open Self-Service Banner in a new window or tab.



5. Select **Electronic Personnel Action Forms**.

EPAF Categories

Categories are used to select specific data entry forms related to the personnel action you want to perform. In the following section we detail the Affiliated employee hiring category, describing each field that is available on the form including a basic description of acceptable values and relevant examples.

Affiliated Faculty & Staff are individuals who are financially independent of the university and associated to provide support or services to one or more university program without receiving monetary compensation. Departments must complete the New Employee Data Form for those who are new to NMSU in order to establish an employment record in the banner system. The EPAF must show an appointment end date no later than 12 months from date of hire. Affiliated appointments may be renewed annually. Affiliated hires will receive an Aggie ID for access to NMSU (email access, ID card, library privileges, etc.).

Affiliated Faculty

Policy 5.15.40 requires Provost Office approval for Affiliated Faculty hires. In keeping with this policy, please incorporate the following steps when hiring an Affiliated Faculty:

- Prepare a memorandum through the Dean/Community College President/VP to the Provost's Office.
- In the body of the memo please provide:
  1. A clear statement of justification as to why it is in the university's best interest to grant affiliated faculty status.
  2. The term (not to exceed 12 months), rank, and other conditions and expectations of these honorary appointments.
  3. The criteria upon which the determinations are based vary depending upon the background of the appointee, the nature of the discipline represented, and the needs of the university. In general, persons appointed should have qualifications commensurate with the corresponding rank of tenure-track faculty appointees.
  4. Once approval from the Provost Office is obtained, provide a copy to HRS, Employment Services in conjunction with the submission of the hiring action. Indicate the EPAF contract number on the approved memo.

Affiliated (non-faculty)

Please incorporate the following steps when hiring an Affiliated (non-faculty):

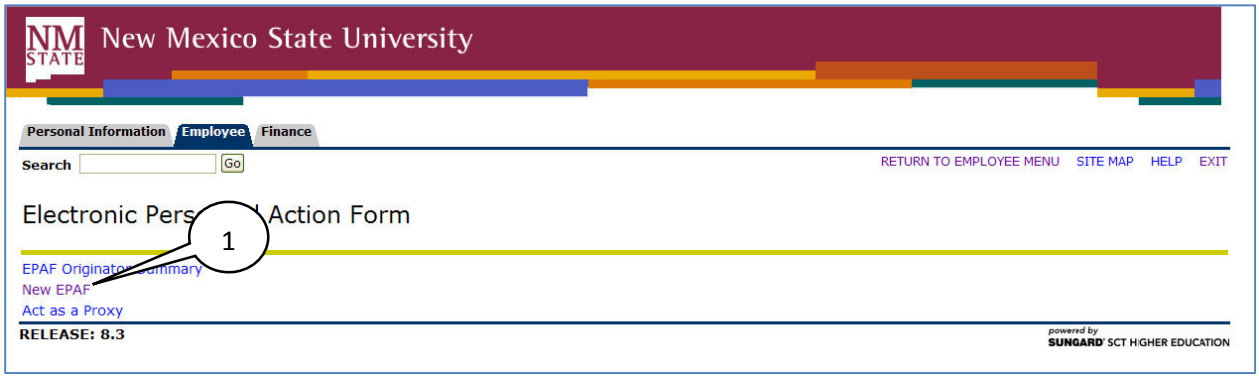
- Prepare a memorandum through the Dean/Community College President/Vice President to the Assistant Director, Employment/Compensation Services (MSC 3HRS)
- In the body of the memo please provide:
  1. A clear statement of justification as to why it is in the university's best interest to grant affiliated (non-faculty) status.
  2. The term (not to exceed 12 months).
  3. Conditions/expectations of the appointment.

4. Once approval from the Assistant Director, Employment/Comp Svcs has been granted the hiring action can be submitted through EPAF. Indicate the EPAF contract number on the approved memo.

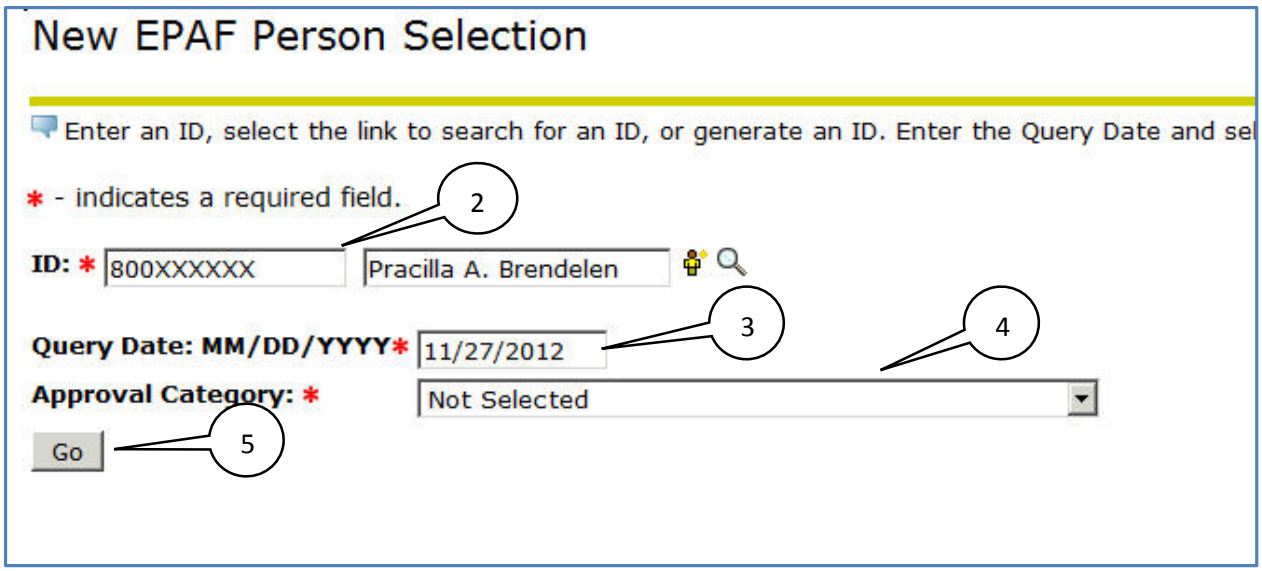
Affiliated Hire/Rehire with End Date, HAFFL

This section describes the process of completing an **Affiliated Hire/Rehire with End Date, HAFFL** approval category to hire Affiliated Faculty and Staff.

Creating a new HAFFL



1. From the Electronic Personnel Action Form screen, click **New EPAF**.



2. Enter the Banner **ID** of the employee that will be affected by the EPAF transaction.
   - You can do a search for the Banner **ID** by clicking on the magnifying glass. Employees can be looked up using their first and last names, Banner IDs and/or SSNs**.**
3. Enter the **Query Date** (defaults to today's date). See the section labeled "How to determine the query date" for additional details about how to select the appropriate query date for the transaction.

4. Select the **Approval Category** as appropriate. In this case we are creating an *Affiliated Hire/Rehire with End Date, HAFFL* EPAF.
5. Click **Go**.

How to determine the query date

The query date is used to find jobs and display the job status for each job as of the query date entered. The query date is also used to default values on the EPAF detail screen.

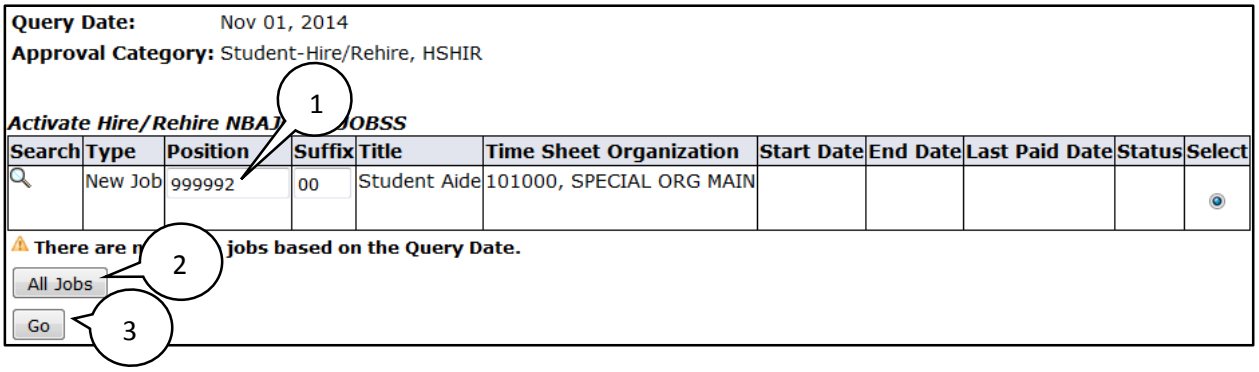
Caution: The query date defaults to the current date and this may not always be what you want.

The query date must be earlier than or equal to the effective date for the job. ***To ensure that the query date is earlier than the effective date, select the first day of the month for which the employee will be hired.***

For example, if an employee will begin work on 11/15/2014, set the query date to 11/01/2014.

Position Selection Screen

On the position selection screen, you determine the position number and suffix for the action.



1. ***Select a position number***

   Before you begin the EPAF process you must first know the position number you will be affecting with the EPAF transaction.

Description	Position Number
Affiliated Faculty	918997
Affiliated (non-faculty)	918897

2. ***Click All Jobs and select a position suffix***

   Specifying the correct position suffix is important because it helps to maintain a clear employment history for the employee records in Banner. The position suffix is a two digit alpha-numeric code that uniquely identifies the position into which the employee will be hired.

   First, you'll want to determine if you are re-hiring an employee for a position in your department or if you are hiring an employee for a position in your department for the first time by examining the job history. Click **All Jobs** to see the complete job history.

Has the employee ever been hired at NMSU using this position number according to their job history?

If No, enter suffix 00.

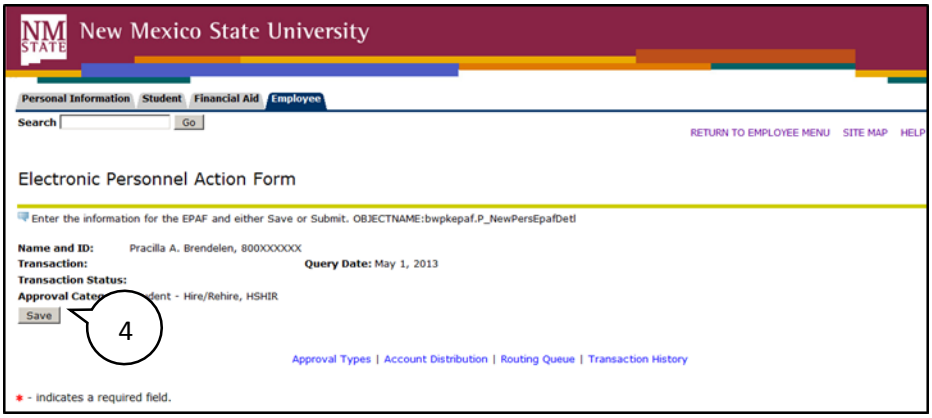
If Yes, is the employee being rehired using the exact same organization number?

- **If No**, increase the highest suffix number by 1.
- **If Yes**, do the payroll effective dates for the new job overlap with the payroll effective dates for the active/terminated job?
    - Yes: increase the highest suffix by one
    - No: Reuse the suffix of the most recently used position number

3. ***Click Go***

4. ***Click Save.***

Click save will populate the PEAEMPL section with information if a PEAEMPL record exists for this person. Also, clicking save will populate the NBAJOBS section with current information from Banner if the position that you are filling is a rehire in your department. This is important because you'll need this information to determine your next steps.



Remember to click <u>Save</u> before continuing to complete the EPAF form.

Employee PEAEMPL

Each employee has only one PEAEMPL record, even if they have more than one job. In order to maintain consistent information for employees that are being rehired or have more than one position, PEAEMPL should only be updated completely if this is the first job for this person at NMSU and it is only updated partially if the job will be the primary job for this person (i.e. they have no active jobs).

If you are filling a position as a secondary or overload job because the employee already has current active jobs, leave the entire PEAEMPL blank and you should continue on to the NBAJOBS section of the form.

The current information in this section populates PEAEMPL with information provided from Banner. If you can't see the current values for the PEAEMPL record you lack the necessary security to view the record details or no current PEAEMPL exists for this person.

Completing the PEAEMPL section for primary jobs

Employee PEAEMPL (For Primary Jobs Only), 999992-00 Student Employee

Item	Current Value	New Value
Employee Status: (Not Enterable)	Active	A
Employee Class Code:	SR, Student - Regular	
Home Organization:	440530, STUDENT ENGAGEMENT	
Distribution Orgn:	440530, STUDENT ENGAGEMENT	
Current Hire Date: MM/DD/YYYY	08/24/2012	
Home COAS: (Not Enterable)	N	N
Distribution COA: (Not Enterable)	N	N

1. Employee Class Code

The Employee Class is the most powerful rule from within Banner HR, and its attributes "trickle down" to many other areas of the system. The Employee Class is assigned to the Position Class (NTRPCLS), which is then assigned to the Position (NBAPOSN/NBAPBUD), which is then assigned to the Job (NBAJOBS). It establishes earnings codes, leave and benefit categories, FT/PT Status, Pay ID, time entry method, and Pay (salary/hourly) indicator.

All Affiliated hires use the **ZP** Employee Class Code.

Enter the Employee Class Code as appropriate. You may also use the search feature to locate a value. If you are manually entering the value, be sure to use capital letters such as **S7** instead of **s7**.

2. Home Organization

The Home Organization is the organization number for the hiring department. You may use the search feature to locate the appropriate value for this field.

3. Distribution Organization

The Distribution Organization is the organization number for the hiring department. Technically, this field determines where paychecks will be sent if they are sent to a physical location. You may use the search feature to locate the appropriate value for this field. The Distribution Organization number must match the Home Organization number.

4. Current Hire Date

You only complete the Current Hire Date for the transaction if this is the first job for this person at NMSU. Otherwise, leave this field blank. The Current Hire date is the same as the personnel date for the position you are hiring. This will be the date that the employee reports to work.

If a PEAEMPL record exists for the employee, even if they don't have any active jobs and the PEAEMPLE is inactive, the system will not allow you to enter or update the Current Hire Date field. If you attempt to update the Current Hire Date field in this situation, you will receive an error message.

Errors and Warning Messages

Type	Message Type	Description
Employee PEAEMPL & Activate Hire/Rehire NBAJOBS	VALIDATION	Current Hire Date must be left blank.

* - indicates a required field.

Employee PEAEMPL (For Primary Jobs Only)

Item	Current Value	New Value
Employee Status: (Not Enterable)	Terminated	A
Employee Class Code:	E4, Staff PT Temp - Exempt	SR
Home Organization:	51	SATION SVCS 510038
Distribution Orgn:	510038, EMPLOYMENT & COMPENSATION SVCS	510038
Current Hire Date: MM/DD/YYYY	07/01/2013	03/01/2015
Home COAS: (Not Enterable)	N	N
Distribution COA: (Not Enterable)	N	N

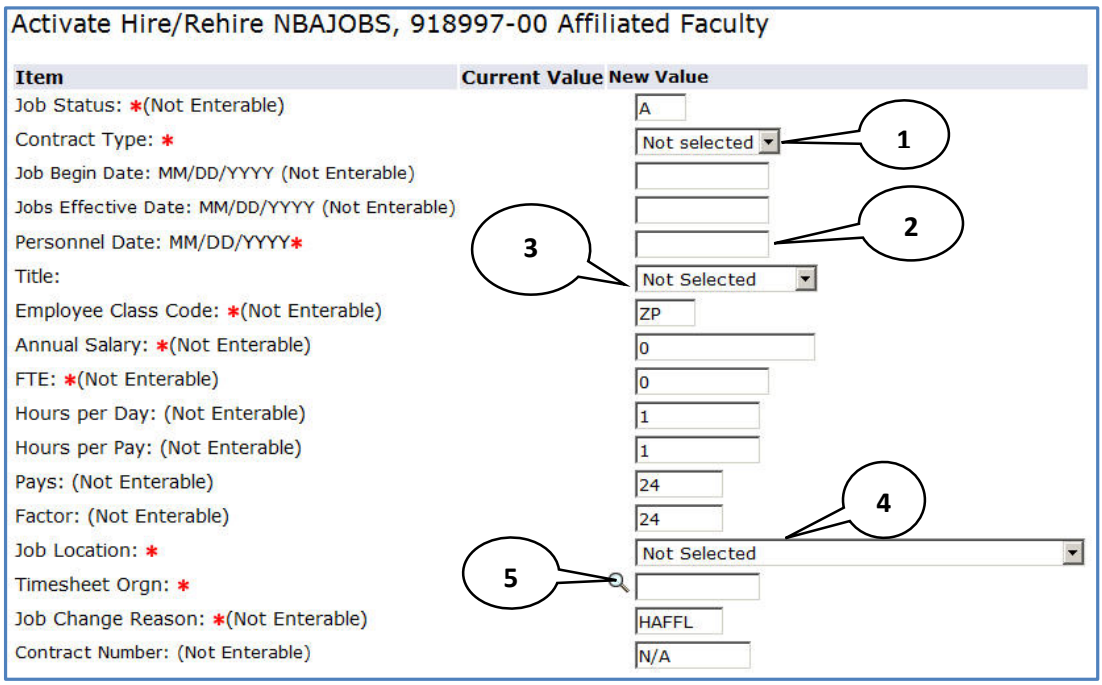
Remove just this value.

Activate Hire/Rehire NBAJOBS, 999992-00 Student Aide

Item	Current Value	New Value
Job Status: *(Not Enterable)		A
Contract Type: *		Primary
Job Begin Date: MM/DD/YYYY (Not Enterable)		03/01/2015

Remember: The PEAEMPL section should only be completed if the position will be the primary job for the employee. Leave the Current Hire Date blank, unless this is the first job for this person at NMSU. If secondary or overload job, leave All PEAEMPL fields blank.

Activate Hire/Rehire NBAJOBS



1. Contract Type

The contract type is used to specify if the position that is being filled is a primary, secondary, or overload job for the employee to be hired.

Primary – The primary job is the employee's primary function and employing department. An employee can only have one primary job at a time and if they have more than one job, one must be designated as the primary. The primary job determines the type of benefits the employee is eligible for, how the employee is reported, how they are listed in the online phonebook, and where pay checks will be sent, etc.

Secondary – A job the employee will be working in addition to their primary job.

In order to determine the contract type you need to collect information about the employee's job history.

If an employee currently has no active jobs you can specify Primary as the contract type. If an employee currently has an active job you may specify secondary.

If the EPAF is submitted as a primary contract type and the employee currently has a primary job, a validation error message will display indicating that the person already has a primary job. In this case choose secondary contract type and clear all values from the PEAEMPL section to pass the validation check.

Note: The Overload contract type is not applicable to this approval category.

2. Personnel Date

This is the date that the employee reports to work for this position. The value entered for the Personnel date will be used to determine the Job Begin Date and Job Effective Date.

3. Title

The title appears as a drop-down list with all available titles for this employee classification.

4. Employee Class Code

The Employee Class code for the NBAJOBS record should match the Employee Class code for the PEAEMPL record if the job is the primary job for the employee.

All Affiliated hires use the **ZP** Employee Class Code. ***Job Location***

The job location is the organization number for the department that is hiring the employee. The Job Location field and Timesheet Orgn field must be different numbers.

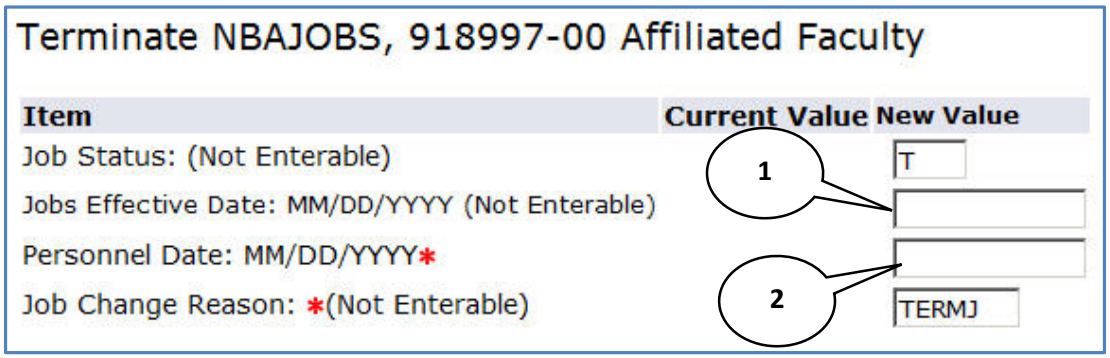
The Job Location field is a dropdown menu that displays values in ascending order by job location number. You can quickly select the job location from the dropdown by selecting the job location menu and typing the job location number. Note that in order to move to the desired number using this method you must type the number rapidly on your keyboard.

5. Timesheet Orgn

The timesheet orgn is the organization number for the supervisor/approver of the employee and is used as part of the Web Time entry process for employees that report hours worked. The Timesheet Orgn field and Job Location field must be the different numbers. The timesheet orgn must begin with the letter T.

Terminate NBAJOBS

The Terminate NBAJOBS section populates the NBAJOBS record with a job termination date. Some fields are automatically populated and are not enterable.



1. ***Jobs Effective Date (for Terminate NBAJOBS)***

This value is automatically calculated based on the job change reason and Personnel termination date that you entered. Skip this field and complete the Personnel Date field and the value will populate automatically.

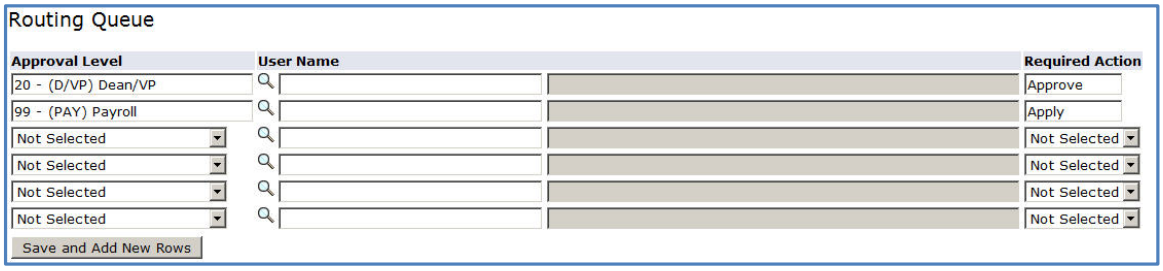
2. ***Personnel Date (for Terminate NBAJOBS)***

The Personnel Date for the termination record is the last day of employment in this position. The Terminate NBAJOBS Personnel Date must be later than the Hire/Re-hire NBAJOBS Personnel Date.

Routing Queue Section

The routing queue specifies the approval levels and approvers for the EPAF transaction.

You can default the routing queue used for each EPAF Category to specify the approvers used for future transactions. If you set-up the default routing queue you can still specify different approvers if necessary for each transaction. See the *Default Routing Queue* section (pg. 24) for additional details.



The Affiliated Hire EPAF has two routing queue levels including:

Dean/VP – Approves the transaction

Payroll – Applies the transaction to the database The Payroll level **does not approve or review the transaction in any way,** rather the Payroll level simply loads the EPAF records into Banner.

1. Enter the **User Name** for each level of approver
    a. The search function can be used by clicking on the magnifying glass to the left of user name
    b. For the **Dean/VP** level choose the approver in your organization that is designated to approve your department's transactions.
    c. For the **Payroll** approval level you may select any available approver on the search screen
2. Click **Save and Add New Rows** button to save your changes and populate the name of the approver

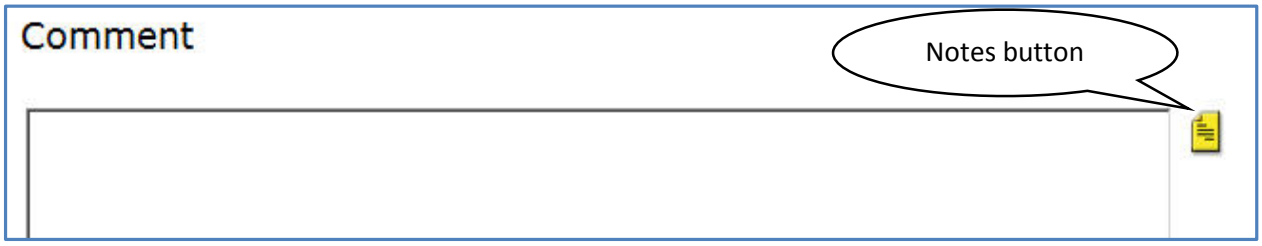
Comment

Originators add comments to the EPAF in order to provide additional information about the transaction that is not otherwise recorded in the submission form. The comments will be saved with the EPAF transaction and will be reviewed by EPAF approvers at the Dean/VP approval level. Both originators and approvers will be able to see the comments in the originator or approval summary screens respectively.

Adding comments to an EPAF

You can add multiple comments to an EPAF transaction; however comments cannot be deleted once the form is saved.

If the EPAF has already been saved with comments the comment contents will not display in the comment field. In order to see previously saved comments click the note button next to the comment field.



Comments may also be added to an EPAF by approvers. If an EPAF is returned for correction, the approver comments will provide information about why the EPAF was returned.

Note: Comments cannot be deleted.

Save then Submit

Before you can submit an EPAF for approval you must save the EPAF.

After you click submit the EPAF will validate. If errors or warnings are generated, you will see the error messages displayed at the top of the EPAF detail screen. You will not be able to submit the EPAF until the **VALIDATION** or **ERROR** message type errors have been corrected.

Errors and Warning Messages

Type	Message Type	Description
Employee PEAEMPL & Activate Hire/Rehire NBAJOBS	VALIDATION	Home Organization and Job Location must match.
Employee PEAEMPL	VALIDATION	Home Organization and Distribution Orgn must match.

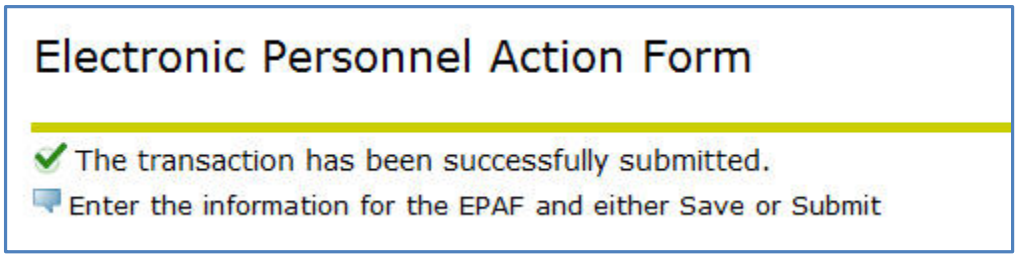
Ignore validation messages with the message type **WARNING**. In particular, you will often see an encumbrance method warning message upon submission (pictured below). No action is required for WARNING type messages.

Errors and Warning Messages

Type	Message Type	Description
Activate Hire/Rehire NBAJOBS	WARNING	*WARNING* Encumbrance Method is Value Input and salary has changed.

* - indicates a required field.

If the EPAF has been successfully submitted you will see a success message at the top of the EPAF detail screen.


Electronic Personnel Action Form
The transaction has been successfully submitted.
Enter the information for the EPAF and either Save or Submit

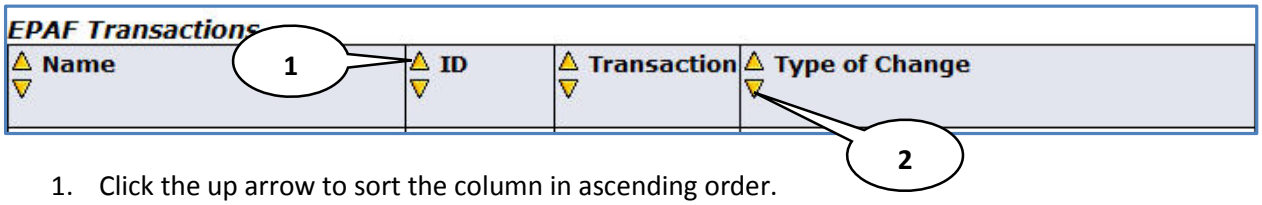
Upon successful submission the EPAF will be routed to the Dean/VP level approver. The EPAF will now be on your EPAF Originator Summary screen under the History tab. For additional information about viewing saved and submitted EPAFs, see the section labeled *Originator Summary* (pg. 18).

Originator Summary

The originator summary displays EPAF transaction information for EPAFs that have been submitted for approval or saved. The list only includes transactions that you have submitted. Transactions by other departments or other originators in your department will not display in this list.

Sorting the transaction list

You can sort the EPAF transaction list by column heading. Click the arrows in the column to be sorted in order to sort the transactions.



1. Click the up arrow to sort the column in ascending order.
2. Click the down arrow to sort the column in descending order.

Note: You can only sort by one column at a time; you cannot sort using multiple columns simultaneously.

Viewing comments and warnings

You can view the comments and warnings recorded for an EPAF by selecting the link **Comments** or **Warnings** from the list of EPAF transactions.

This option will display all comments that were created by either the originator or approver.

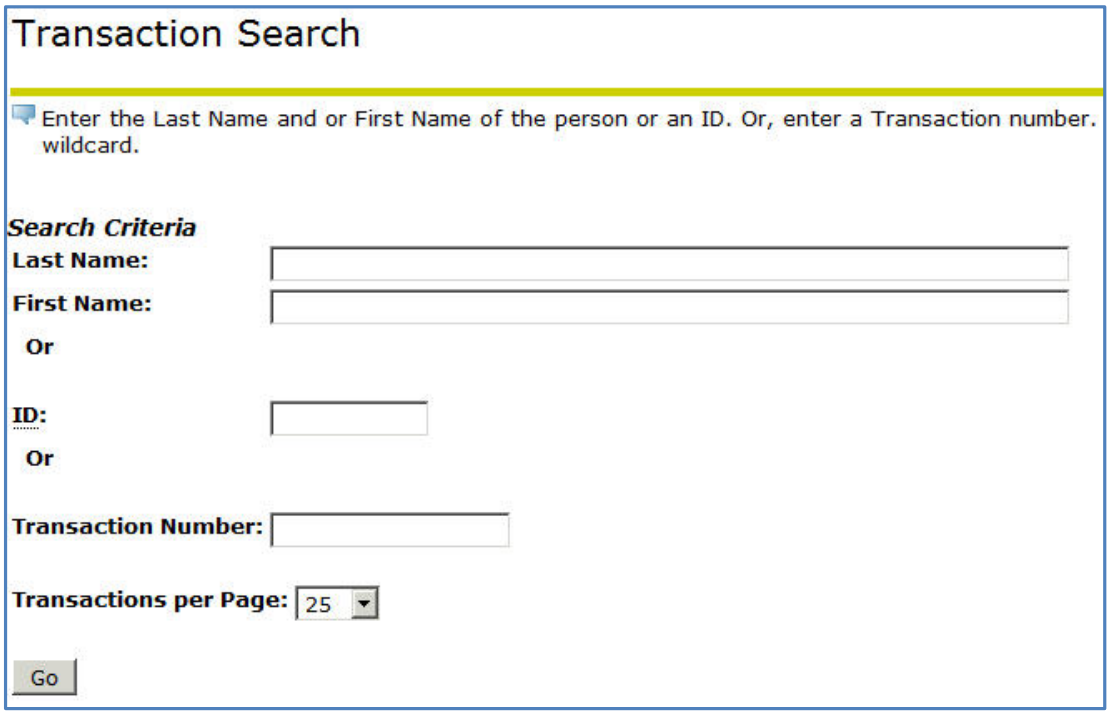
Search Transactions

You can search for transactions if you know the first name, last name, or ID of the person that is affected by the transaction. You can also search by transaction number and limit the number of results displayed per page.

Note: You will only be able to see EPAFs that you have originated or EPAFs that have been routed to you for approval.

To search for transactions:

1. From the EPAF menu, click either **EPAF Approver Summary** or **EPAF Originator Summary**.
2. Click **Search**
   The EPAF search screen displays.



3. Search using information about the person being affected by the EPAF by typing their name or ID in the fields as indicated. You may also search using the EPAF transaction number if the transaction number is known.
4. Click **Go**
   An EPAF search results screen will display showing all transactions that match your search criteria.
5. You can view the transaction detail for a transaction by clicking on the employee name.

Current tab

The current tab displays EPAF transactions that are saved or returned for correction.

Transaction status

Status	Description
Waiting	This status indicates that the transaction is in the process of being created and has not been submitted to the approval queue.
Pending	Indicates that the transaction requires positive action by the approver(s). The transaction remains at this status until action is taken by the person required to take action on the transaction.
Return for Correction	This status indicates that an EPAF has been returned for correction by the originator or the approver.
Approved	The transaction status is approved for the person when all the person(s) defined in the approval queue have approved the transaction. The transaction remains at this status until the person defined in the queue with apply privileges applies the transaction to the database.
Complete	The transaction status becomes Complete after the transaction has been applied to the database.
Disapproved	The transaction has been disapproved by a person defined in the approval queue. The individuals defined after them in the approval queue can no longer need to take action on the item.
Void	The originator or superuser has voided the transaction. It is no longer a valid transaction. The originator or superuser may void the transaction at any time during the approval process. The originator or superuser are the only people that can void the original transaction.
Canceled	This status will be used when you opt to cancel an entire transaction after it has been applied to the database. Cancelling a transaction after it has been applied will have no effect on the transaction in Banner.

Edit a saved EPAF

After the EPAF is saved it becomes available on the current tab of the EPAF originator summary. To edit a saved EPAF:

1. From the EPAF menu, click **EPAF Originator Summary**
   The Current tab displays
2. Locate the transaction in the list
   If you have several EPAFs you can sort, filter, or search for the transaction that you want to find.
3. Click on the **name** of the employee or **transaction ID** for the EPAF you want to edit.
   The EPAF detail screen will open in preview mode (read only)
4. Click **Update** to edit the EPAF transaction.

Delete the EPAF

EPAFs that have been saved and have not been submitted for approval can be deleted. Once an EPAF is deleted it is permanently removed and it will not appear on the originator summary screen.

To delete an EPAF:

1. From the EPAF menu, click **EPAF Originator Summary**
   The Current tab displays
2. Locate the transaction in the list
   If you have several EPAFs you can sort, filter, or search for the transaction that you want to find.
3. Click on the **name** of the employee or **transaction ID** for the EPAF you want to delete.
   The EPAF detail screen will open in preview mode (read only)
4. Click **Delete** to delete the EPAF transaction permanently.

Note: You cannot delete an EPAF if it has been submitted for approval. Only saved EPAFs can be deleted. In order to otherwise make a submitted EPAF inactive you should void the EPAF, which may require that you return the transaction for correction to yourself. For additional information about returning EPAFs for correction and voiding transactions, please see the History tab section below.

History tab

The history tab displays EPAF transactions that have been submitted for approval. In addition, EPAFs that have been voided will also appear under the history tab.

Return the EPAF for correction

An originator can return an EPAF for correction after it has been submitted for approval in order to make updates or to void the transaction. Once the EPAF has been returned for correction it will move to the Current tab of the originator summary screen.

Note: You can only act on EPAFs that you have originated.

To return an EPAF for correction:

1. From the EPAF menu, click **EPAF Originator Summary**
   The Current tab displays
2. Click the **History** tab
3. Locate the transaction in the list
   If you have several EPAFs you can sort or search for the transaction that you want to find.
4. Click on the **name** of the employee for the EPAF you want to return for correction.
   The EPAF detail screen will open in preview mode (read only)
5. Click **Return for Correction** to move the EPAF back to your current tab.

Void the EPAF

EPAFs that have been saved or have been submitted for approval can be voided by the originator. Once an EPAF has been voided it will remain on the EPAF originator summary screen under the History tab.

1. From the EPAF menu, click **EPAF Originator Summary**
   The Current tab displays
2. Locate the transaction in the list
   If you have several EPAFs you can sort or search for the transaction that you want to find.
3. Click on the **name** of the employee for the EPAF you want to void.
   The EPAF detail screen will open in preview mode (read only)
4. Click **Void** to remove the EPAF from approval queues and move the transaction to the history tab.

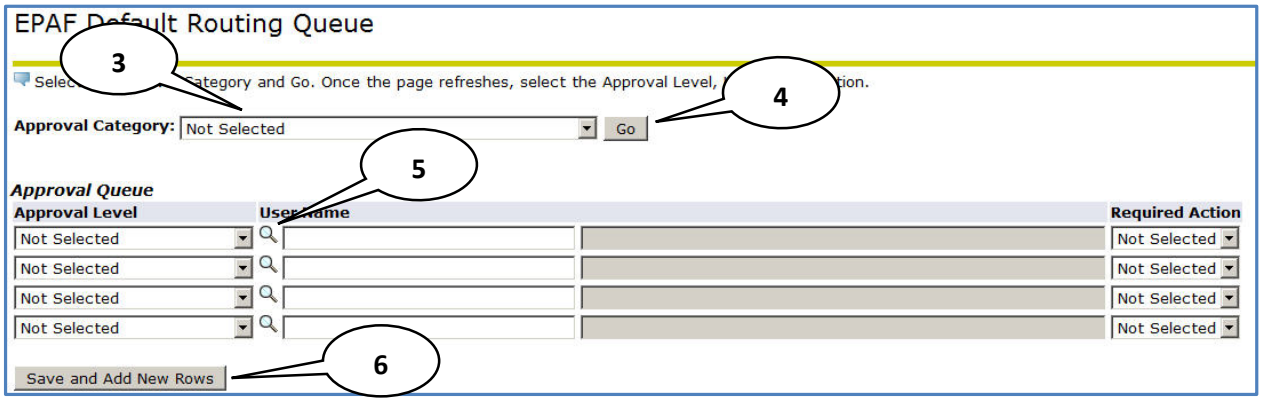
Default Routing Queue

Default routing queues can be set-up by approval category.

Mandatory levels are set-up automatically but you can manually populate the Dean/VP approval user and the Payroll approval user.

Default routing queues are available for each EPAF approval category. If you use more than one EPAF approval category you need to set the defaults for each category used.

Set the default routing queue



1. From the EPAF Menu, click **EPAF Originator Summary**
2. Click **Default Routing Queue**
3. From the **Approval Category** drop-down list, select the approval category for which the routing queue defaults will be set.
4. Click **Go**.

   Different approval categories may have different approval levels and required actions which will be pre-populated into the approval level field and required action field respectively. For each approval level you will select a user that will be the default value every time you use the approval category. Note: Approvers at various levels can be changed on a case-by-case basis as you are submitting the EPAF, even if a default exists.

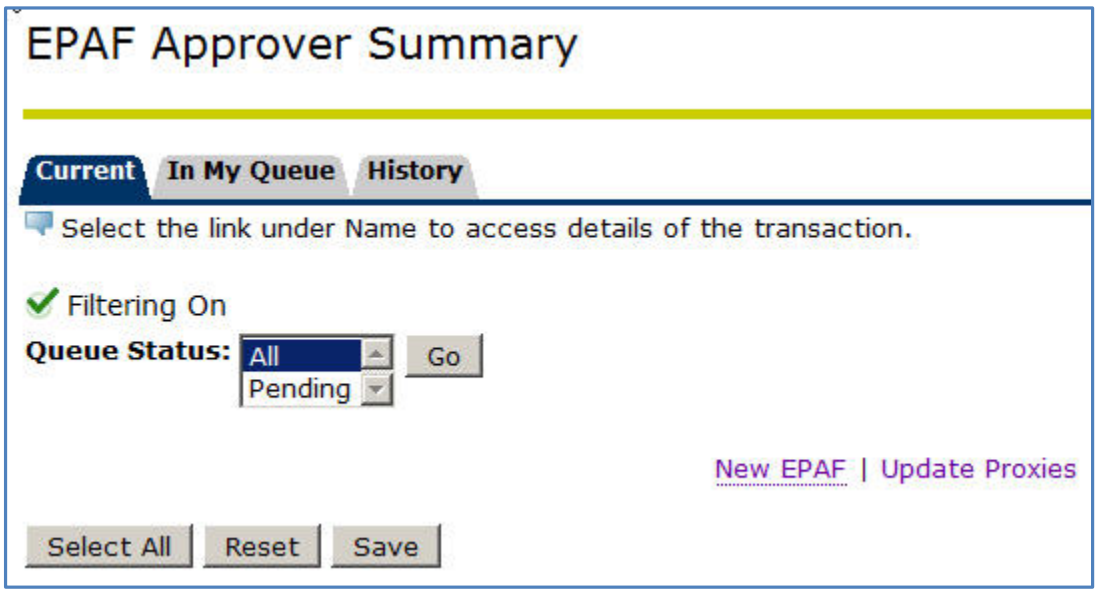
5. Use the magnifying glass icon to select the user to populate in the approval level field.
6. Click **Save and Add New Rows**.
   Repeat the process for each approval category where you would like to set default values.

EPAF Approvals

Approval processing begins when an EPAF is submitted. The transaction will appear under the approvers EPAF Approver Summary in Self Service Banner (SSB). Approvers act to validate and approve all EPAF transactions based on the approval queue that is required for the personal action that is being originated. The approval queue is specified by the originator when the EPAF is created during the origination process.

Banner EPAF does not generate email notifications when EPAF transactions are pending. Approvers must check their approval queue periodically.

EPAF Approver Summary



Viewing pending approvals

1. From the EPAF menu, click **EPAF Approver Summary**
   The Current tab displays with a list of transactions awaiting your approval.
2. Locate the transaction in the list that you want to evaluate
   If you have several EPAFs you can sort, filter, or search for the transaction that you want to find.
3. Click on the **name** of the employee or **transaction ID** for the EPAF you want to evaluate.
   The EPAF detail screen will open in preview mode (read only)

Important checks for approvers

Listed below are some important manual checks that you'll need to perform for each EPAF transaction.

Labor Distribution Section

Comments

Comments are added to the EPAF transaction by the Originator when the EPAF is created. Originators use the comments section to include additional information about the transaction not otherwise recorded in the available form fields. Examine the comments to determine if sufficient information is provided in order to approve the transaction.

Return an EPAF for correction

If the EPAF transaction lacks required details or contains errors you can return the EPAF for correction to the originator of the EPAF.

To return the EPAF for correction:

1. From EPAF approver preview screen, click **Add Comment**.
2. Add comments to the transaction with sufficient information that would enable the originator to identify and correct the error or omission in the EPAF transaction.
3. Click **Save** to save the comments.
4. Click **Return for Correction** to return the EPAF to the Originator.

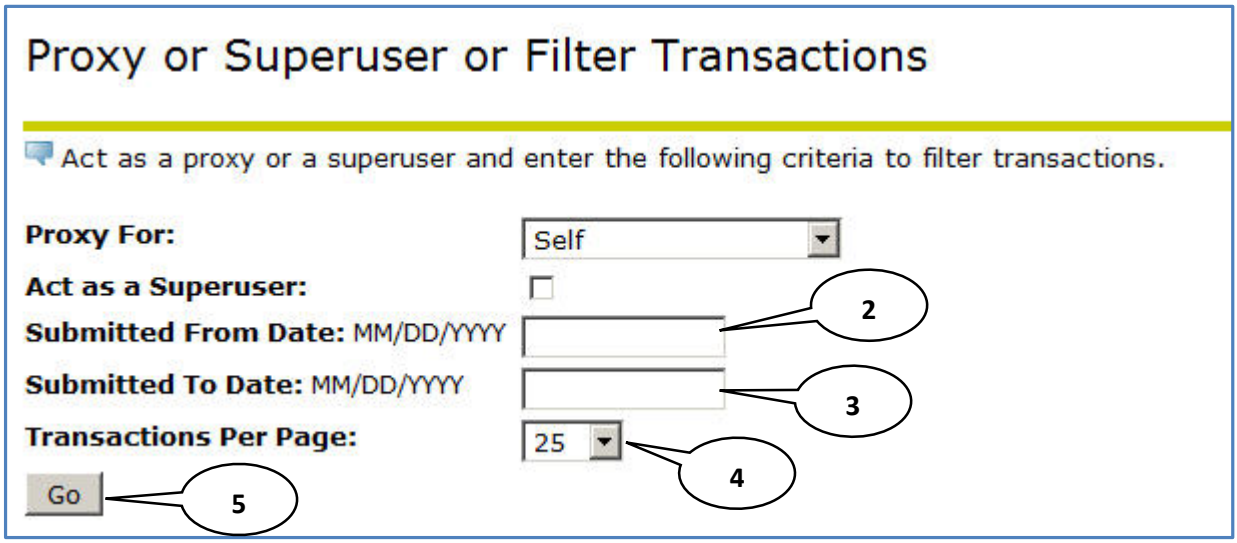
Approving an EPAF transaction

If the EPAF transaction contains all required details and no errors are found you can approve the transaction in order to move the transaction to the Apply transaction status.

To approve the EPAF transaction, from EPAF approver preview screen, click **Approve.**

Filter Transactions

Filters apply to both the current and history tabs. Filters allow you to view only those records that meet your filter parameters directly through your Originator or Approver Summary screens. You can filter transactions by date and choose the number of records to display per page.



To add a filter:

1. From the EPAF Menu, click **Act as a Proxy**.
2. Set the **submitted from date** as appropriate to limit returned results in your summary screen that are greater than the date entered.
3. Set the **submitted to date** as appropriate to limit returned results in your summary screen that are less than the date entered.
4. Set the number of results to display per page by selecting an option from the **transactions per page** drop-down list.
5. Click **Go**

Once a filter is applied it will remain until you remove the filter.

To remove a filter:

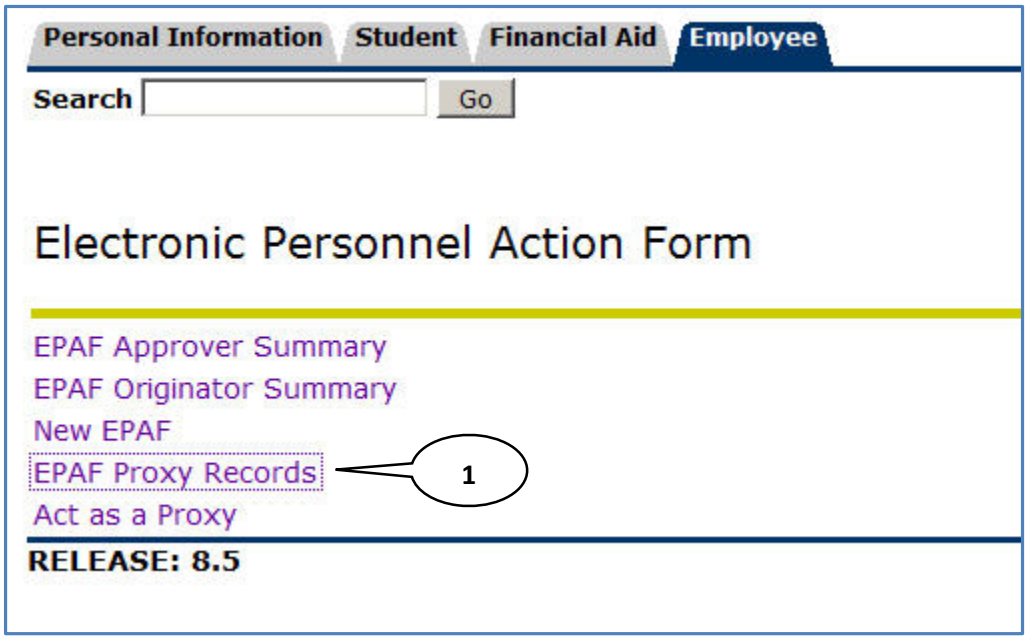
1. From the EPAF Menu, click Act as Proxy.
2. Clear all date fields in the filter screen.
3. Click **Go**

Proxy Set-up

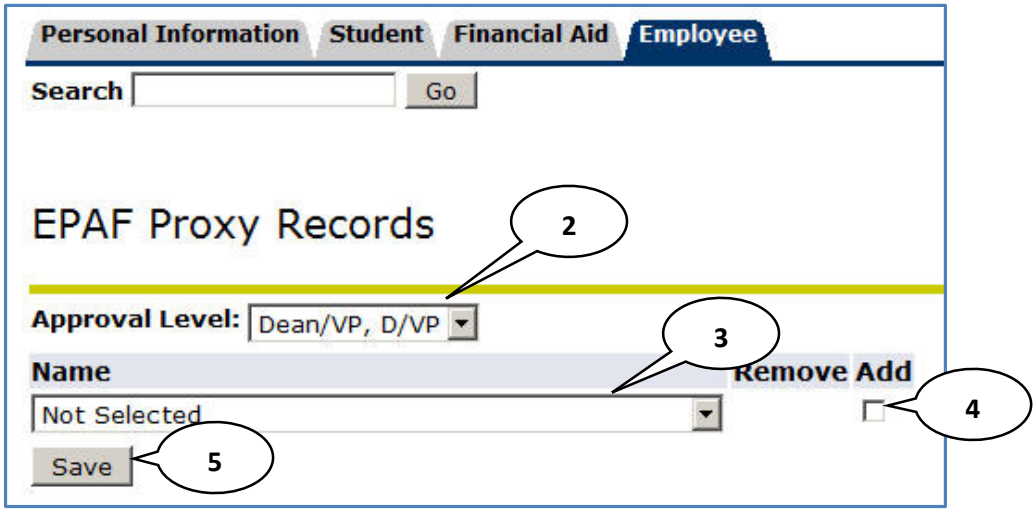
EPAF approvers can allow proxy access to their approver summary for other users in the system. Note that in order to assign proxy access to another user the intended proxy must already have access to the EPAF system.

To add a proxy:

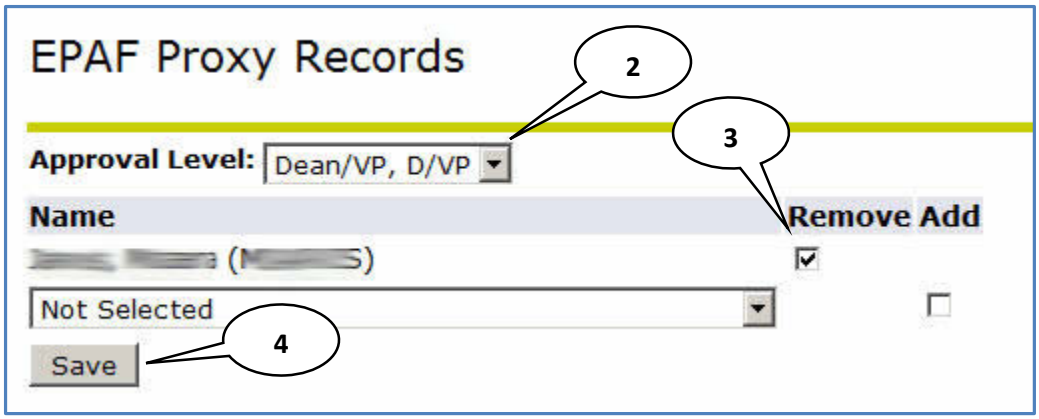
1. From the EPAF Menu, click **EPAF Proxy Records**.



2. As appropriate, choose the **Approval Level** from the approval level dropdown list.
3. Select the name of the intended proxy from the **Name** dropdown list.
   Note: You can quickly select the name from the list by selecting the dropdown and typing the last name of the proxy.



4. Click the **Add** checkbox.
5. Click **Save**.

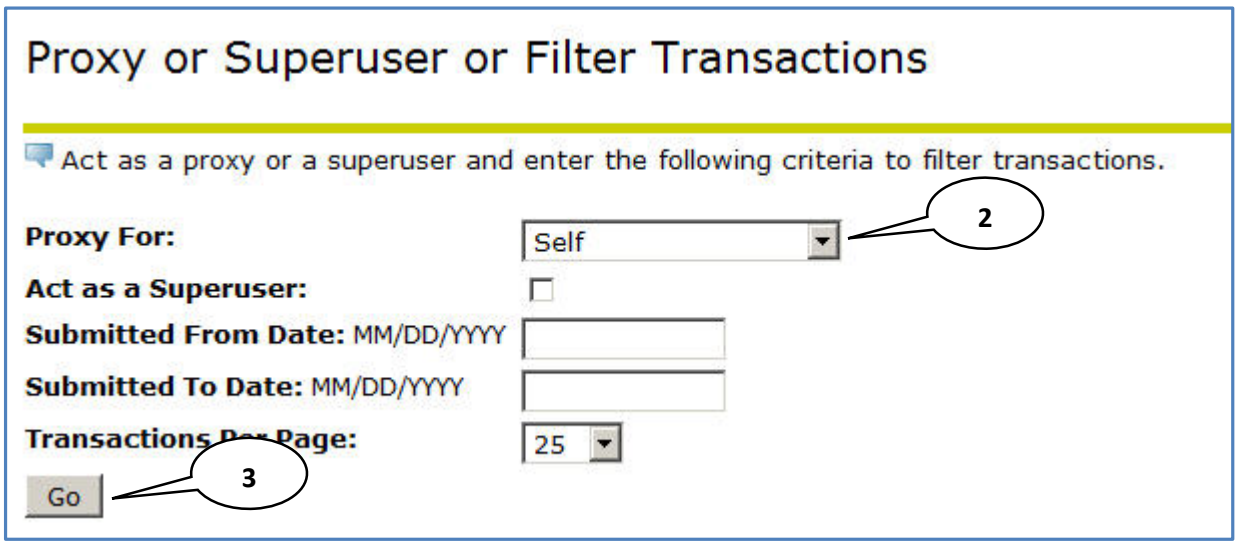


To remove a proxy:

1. From the EPAF Menu, click **EPAF Proxy Records**.
2. As appropriate, choose the **Approval Level** from the approval level dropdown list.
3. Click the **Remove** checkbox next to the name of the user whose access should be removed.
4. Click **Save**.

Act as a Proxy

If you have been assigned proxy access by another user you can view the approver summary for that user and act on their behalf.



To act as a proxy:

1. From the EPAF Menu, click **Act as a Proxy**.
2. From the **Proxy For** dropdown list, choose the user from the list of users.
3. Click **Go**.

Note: Your Proxy access will be enabled for the entire session. Any actions taken by you when acting as Proxy will be recorded under your name, not the name of the proxy. Proxy access simply allows you to view information available under another user's approver summary. Proxy access does not grant additional security.

Glossary of common terms

Approval Category	Refers to the name of the EPAF and its purpose. It must contain one approval type at the least.
Approval Level	Refers to a step in the approval hierarchy through which the transaction must go through before applying changes to the database.
Approval Type	Refers to the type of actions requested on the EPAF form. Every approval type shows on the form as a separate section. Examples of such types are the Job Details Information and the Job Labor Distribution types or sections.
Approver	Any user designated as part of the approval hierarchy to approve or reject an EPAF.
Effective Date	The payroll effective date of the action. This date cannot be before the last paid date. If the real action date is prior to this date, you must enter the next day.
Originator	The user initiating and submitting the EPAF transaction.
Personnel Date	The date the action is effective; the true effective date.
Query Date	The first date of the month when the employee will report to work.
Queue Status	Refers to the status of the transaction with regard to an individual defined in the routing queue.
Transaction	Refers to the whole approval process from the moment it was initiated by the originator to the moment when changes are applied to the database.
Transaction Status	Refers to the status of the EPAF transaction as a whole.